



Ounce of Prevention Fund Training & TA Support Services for EHS CC Partnership Grantees

The Ounce of Prevention Fund welcomes the opportunity to support the effective startup, enhance program quality, and, ultimately, better meet the needs of high-need children and families in the Early Head Start-Child Care Partnerships programs across the state of Illinois. Building on our experience in operating and supporting Early Head Start programs since the inception of the EHS model in 1995, we can provide a customized set of training & technical assistance support services to Early Head Start (EHS) grantees and their child care partners. Ounce staff and consultants will implement the support services to programs needing services.

The support services design is intended to provide a newly-starting or expanding EHS program with a range of supports including:

- A mutual assessment of program needs across all the EHS service areas, resulting in an individualized plan for the grantee/child care partner;
- A comprehensive series or customized set of learning experiences and transfer-to-practice supports across all the key service areas;
- A 'practice federal review' to ensure full compliance at the 18 month point of the grant
- Ongoing T&TA after the start-up period, as needed to sustain full implementation

The Ounce has used this model of training and support with the Ounce delegates and partners and have found it useful in the support of program quality and Early Head Start compliance. The training and technical assistance model describes the key strategy we propose to use to meet the varied needs of the EHS programs and their Child Care partners, after the grant has been awarded.

Overall Approach – The Ounce creates learning experiences that flow in a coherent fashion and are specific to the daily work of the program staff, and is oriented to improving outcomes for young children and their families. As such, our training series will begin by creating an environment of trust during an initial meeting to mutually assess program needs and build a strong working relationship. We feel this process allows staff and leaders to fully engage in the training and technical assistance to ensure quality enhancements that can be sustained by the programs. During training and technical assistance services,

the Ounce will work to connect program to community- based resources that will assist programs in the provision of continual quality services.

Training will be conducted by one Ounce staff member for each content area selected, drawing from a team of specialists in each service area.

Description of Key Elements of Support:

- **Assessment** - Use of assessment tools based on Early Head Start Performance Standards to assess programs need in the service area requested. During the Assessment period the Ounce will gather program demographic data; review service area-related documented work; and discuss learning style approaches with leadership.
- **Training** –Training will be conducted using the learning style approach suggested by leadership. The program will be introduced to the performance standards; learn how the standards apply to their work; and receive reporting and recording forms to use. Training approaches like the use of a fish bowl format, role playing or active hands on techniques will be used as a way of approaching the subject. The Ounce has found that one training encounter serves only as an introduction to the subject. Hearing the content again supports mindful integration of the subject with day-to-day practice.
- **Technical Assistance Sessions** – After the training session a technical assistance session will be scheduled. The schedule can take the form of a face to face conversation that would include a review of the use of the suggested reporting and recording forms or useful advice on successful ways to approach families and children using the Early Head Start implementation models produced by the Office of Head Start. The session could also include classroom observation and feedback on the implementation of quality teacher/child interactions, observations, and the use of quality instructional formats. The aim of the technical assistance sessions will be to reinforce the training session information in a useful, day to day format for the learner. In between Ounce staff will research the existing resources in the community and facilitate a connection and community partnership agreement with that local resource. Where relevant, community partners will be invited to work alongside the Ounce in subsequent TA sessions so that the program can build strong relationships with local resources and create plans for future work with the community partner when additional support is needed.
- **Evaluation** - Ounce staff will meet with program leadership and coordinators to review participant evaluations; discuss usefulness of the training and technical assistance services, discuss any procedural adjustments needed to create a useful service area execution; make recording and reporting documentation adjustments; and create a plan that will include next steps. The next steps may include further use of Ounce services or plans to make use of the Community Partner's services. The plan will include tasks, strategies, program staff responsible, due dates and a description of the resources needed to insure successful service area execution.
- **Follow up Coaching for Program Leaders** – Ounce staff will work with program leadership to address management issues that may occur during the implementation of the Early Head Start model. The support will assist with the institutionalization of quality program measures that will

support the compliance to Performance Standards and address the needs of program children and families.

Outline of Specific Services

Start-Up Series

The start-up series is designed for EHS grantee and child care partner staff who are **new** to the Early Head Start system. The series will give an overview of the mandated practices needed to successfully implement an Early Head Start model. The start-up series is structured to offer an overall program assessment, multiple training modules each of which includes two training sessions of up to 2.5 hours each, and three technical assistance sessions at 2 hours each, and a follow-up evaluation session. The Startup Series price includes preparation, training materials and handouts, documentation. Travel expenses will be billed at the federal per diem rate.

Cost – \$10,000

Program Start- up Series

1. Program Management and Design Module - Early Head Start 101
 - Early Head Start Start-Up and Program Planning
 - Program Administration and Record Keeping and Reporting
2. Eligibility 101 Module
 - The Enrollment Process
 - Recruitment and Maintaining Full Enrollment
3. Governance 101
 - Policy Council Implementation
 - The Role of Governing Board in the Governance Process
4. Health Module
 - Health 101
 - Understanding The EPSDT Process Schedule And Requirements
5. Education Module
 - Setting Up Early Head Start Educational Programming, Staffing and Class Size
 - Designing Welcoming And Inviting Early Head Start Environments
6. Parent, Family and Community Engagement Module
 - Parent Family Community Engagement Framework Orientation and Self-Assessment Process
 - Supporting Roles Of Parents

Customized Training and Technical Assistance Services

In addition to the Start-Up Series described above, the Ounce can also develop a customized training package to suit more specific staff, program, and community needs. Customize training can address

system building issues like the development of family engagement, working with children with special needs, Early Head Start center environment set up and staff professional development strategies. The Ounce will conduct an initial assessment session with the EHS grantee to assist with a customization of the training and technical assistance. Each training session will be followed up with one technical assistance session and an evaluation session. In this way, grantee and child care partner staff receive intense attention to the area requested, along with the development of community linkages that support an ongoing program implementation in order to sustain services. The Ounce recommends the creation of an ongoing training plan that would that will support and build staff's Early Head Start knowledge.

1. **Mutual assessment** of Service Area Needs and creation of a T&TA Plan – estimated \$1000 (\$100 x 10 hours; variable based on size of program)

2. **Training/TA by Service Area** - \$1000.00

Includes one training event, one TA, and one evaluation; preparation, materials/handouts, documentation; All Travel expenses will be billed at federal per diem rate.

We have provided the overall goals and focus of each service area training and TA efforts to help programs connect to ongoing, sustaining supports in their community.

Practice Self-Assessment/Federal Review

Because the EHS-CC grant stipulates meet all performance standards by the first 18 months of operation, the Ounce offers a practice self-assessment/federal review at 12 months. We will use the Office of Head Start's most recent monitoring tool in order to prepare programs for their federal 18 month assessment. This experience includes reviews in all services areas, documentation of strengths and areas to improve, and TA to leaders on improvement strategies. If further technical assistance is needed, provisions can be made with the Ounce.

Length of Service – one week (30 hours)

Ounce Staff Needed – 5

Cost - \$15,000

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